

## Contacts:

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## Program Mission

The primary purpose of these internal support services is to direct and sustain the agency's effort to accomplish its mission: to protect, preserve, and enhance Washington's environment, and promote the wise management of the people's air, land, and water for the benefit of current and future generations.

## Environmental Threat

Agency Administration assists the agency's environmental activities in many ways. These include providing information to citizens about environmental threats, fostering a working relationship with members of the Legislature, managing financial systems and issues, providing personnel services, and providing high-quality information services as well as a number of other important administrative functions.

## Authorizing Laws

*Chapter 43.21A RCW, Department of Ecology:*  
 In 1970, this law created the Department of Ecology to consolidate water, air, solid waste, and other environmental management protection and development programs authorized by the Legislature.

## Constituents and Interested Parties

The primary constituents of the Administration Program are internal management and staff. However, issues that affect other government agencies or private interests often require working closely with the full range of parties interested in environmental issues.

## Major Activities

### *Office of Communication and Education*

This office provides advice and guidance to

management and staff on effective communication, education, and public-involvement strategies related to environmental issues. The office also responds to media and public inquiries, and helps programs design education and outreach plans, tools, materials, and activities.

### *Governmental Relations*

The Governmental Relations Office provides leadership, policy support, and coordination for federal and state legislative issues, as well as issues that affect local governments, tribes, and British Columbia. This office houses the Rules Unit, which provides rule development assistance and coordination, along with economic analysis, including Small Business Economic Impact Statements and cost/benefit studies.

### *Employee Services*

The Employee Services Office provides a full scope of human resources support, including safety, equal employment opportunity, training and development. Employee Services is responsible for ensuring that appointments, recruitment, classification and pay, corrective/disciplinary actions, reduction-in-force actions, complaints and grievances are in compliance with federal and state employment laws, merit system rules, and agency policy. The office develops and monitors the agency's Affirmative Action Plan and coordinates diversity activities for the agency, including helping to create a supportive work environment that reflects the diversity of the community Ecology serves.

### *Regional and Field Offices*

Each of Ecology's four regional offices (Lacey, Yakima, Spokane, Bellevue) and two field offices (Bellingham, Vancouver) has executive management representatives and provides core

administrative support to regional office staff in the areas of reception, mail, records management, complaint tracking, and central library functions. The staff in these offices provide information and assistance to local communities as well as cross-program coordination and management for large, multiple-program environmental reviews and permitting projects. *(Note: Although these offices are budgeted in Agency Administration, their work is most often connected closely with environmental priorities.)*

### ***Executive, Financial, and Administrative Services***

From the Executive Offices comes direction and leadership for the agency. Financial Services provides centralized financial support in the areas of accounting, budget, contracts, purchasing, and inventory. The office also manages and coordinates strategic planning for the agency, coordinates performance measurement, and develops environmental indicators. The Administrative Services Office includes information management (desktop and network services, application development, and data administration) and facility and vehicle management. The office maintains the agency's centralized records, responds to public-records requests, provides mail services, and manages extensive library resources at headquarters and in regions in the form of books, periodicals, and research. Security services and maintenance of facilities and property are also handled by this office.

Agency administration is supported by each fund source available to the Department of Ecology. Each fund contributes to the Administrative Program in the same percentage that each fund contributes to the total of the environmental program's salaries and benefits.

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## **Major Issues**

### ***Information Management/Communication***

- Develop Internet applications that will allow customers to do more business with the Department of Ecology on-line.

- Use the Internet more effectively to engage the public in commenting on and shaping policy proposals, and to streamline paperwork, and reports for those we regulate.
- Help improve information availability and accessibility so citizens can evaluate the state of their environment and consider ways to make a meaningful contribution toward protecting and improving it.

### ***Human Resource Management***

- Maintain adequate staffing to meet workload needs.
- Develop and implement strategies that match the right number of people with the right set of competencies in the right jobs at the right time.

### ***Infrastructure Improvements***

- Renovate the Ecology owned facilities at Padilla Bay and Spokane to preserve the existing public investments and to make the structures are more efficient and accessible.
- Link performance measures to the agency's environmental goals, priorities, and program plans to provide increased understandability and accountability to the agency's priorities and accomplishments.

### ***External Relationships***

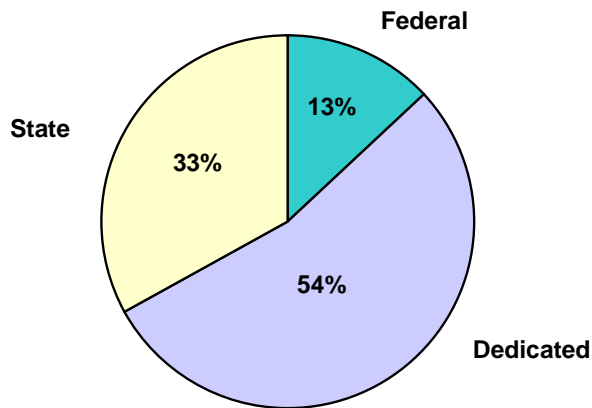
- Provide support to the Governor and the Legislature in re-examining and modernizing water policies.
- Develop and maintain working relationships with external interests, including members of the Legislature, interested parties, and other governmental agencies and tribal governments.

# Agency Administration Budget

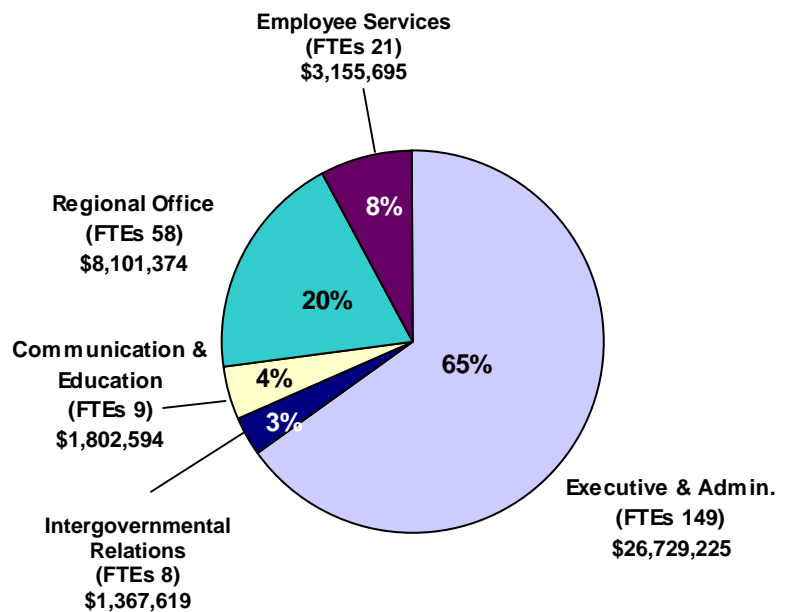
Budget \$41,156,507; Staffing: FTEs 245

State	(\$ Amount)	Percentage
General Fund – State	13,652,194	33.2%
<b>Federal</b>		
General Fund – Federal	5,368,948	13.0%
<b>Dedicated Funds</b>		
Waste Red/Litter Control	1,271,937	3.1%
Water Quality Account	1,105,778	2.7%
Work/Community Right to Know	562,629	1.4%
State Toxics Control Account	9,094,041	22.1%
Local Toxics Control Account	667,757	1.6%
Water Quality Permit Account	4,299,128	10.5%
Hazardous Waste Assistance	824,276	2.0%
Oil Spill Prevention Account	1,103,986	2.7%
Air Operating Permit	565,077	1.4%
Water Pollution Control – Federal	780,070	1.9%
Other Dedicated Funds	1,860,686	4.4%

Agency Administration Dollars by Fund Source



Agency Administration Dollars by Activity



ADMIN